

Use This Checklist to Assist You in Preparing Your Application Package

The Application Package

- ☐ You have completed Title Page according to the instructions.
- ☐ An authorized official of your institution has signed and dated the Title Page and you have included the signed original in your application materials to FIPSE.
- ☐ You have stapled or otherwise fastened each proposal copy in the upper left corner (not in binders or folders) with a title page on top of *each* copy.

Include in Your Proposal Package

The original proposal plus two (2) copies. Each of the three copies includes the following

- ☐ a signed title page
- ☐ a proposal abstract (one page narrative)
- ☐ a proposal narrative (10 single-spaced pages maximum)
- ☐ budget forms and narratives
- ☐ lead and partner identification forms
- ☐ signed assurances and certification
- ☐ appendix with *short* resumes of key staff from lead and participating institutions
- ☐ appendix with letters of support from the senior executive officer of each partner institution (e.g. Rector, Vice-Chancellor, President) and other officials responsible for international student activities (directors of international affairs, registrar, academic deans and/or department heads).

REMEMBER: Proposals must be postmarked or hand delivered (by 4:30 p.m.) no later than November 19, 1999 to the address below.

Mailing Address for Proposals:

Program for North American Mobility in Higher Education

Attn: 1840-0707

Application Control Center – Room 3633

7th and D Streets SW

Washington, DC 20202-4725